

Volume 1

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050007-0

10 MAY 1979

MEMORANDUM FOR: Deputy Director for Administration
FROM: Harry E. Fitzwater
Director of Personnel
SUBJECT: Office of Personnel Report --
Week Ending 9 May 1979 (U)

1. IG Inspection: [REDACTED] Deputy Director of Personnel for Recruitment and Placement, briefed the Inspector General inspection team on our recruiting and applicant processing system on 7 May 1979. [REDACTED] was accompanied by [REDACTED] Chief, Recruitment Division. The briefing covered background data, current procedures and planned changes; and was very well received by the six members of the team. The team will receive a detailed briefing on recruitment during the week of 14 May 1979 and then commence interviewing Headquarters-based Recruitment Division personnel. (U/AIUO)

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2. Briefing: The Deputy Director of Personnel for Recruitment and Placement; Chief, Recruitment Division; and Chief, Staff Personnel Division briefed two officials of the [REDACTED] on 8 May 1979 on the Office of Personnel's recruitment and processing procedures. They also briefly discussed the Career Training Program; Agency training programs, in general; reassignment and career development processes. While there are societal and cultural differences between our two countries, it appears that we have some similar problems with image and the need to attract well-qualified people with career intentions. (S)

3. Hire the Handicapped:

a. [REDACTED] the National Foreign Assessment Center representative on the Handicapped Program Advisory Committee, attended the 2 - 4 May 1979 Annual Meeting of the President's

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Committee on Employment of the Handicapped held at the Washington Hilton. The focus on this year's meeting was on communications. These meetings provided an opportunity to learn what is being done by and for disabled people through discussions and workshops. The HANDICAPPED AMERICAN OF THE YEAR AWARD was presented for the first time to a Vietnam veteran. (U/AIUO)

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b. The Handicapped Program Advisory Committee held its 21st meeting on 1 May 1979. [REDACTED] and [REDACTED] of the Office of Personnel attended for the Coordinator. Among other items, the film, "A Different Approach," was previewed by the group and plans for Vietnam Veterans Week were discussed. (U/AIUO)

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4. Educational Levels - Agency Employees: The percent of Agency population at the various college achievement levels (bachelors, masters and doctorate degrees) were developed for Mr. Herbert Hetu, Director of Public Affairs. He plans to use it for a speech on 24 May 1979. For the Agency employee population, in general, 30.3% of our personnel achieved the bachelor level, 12.7% the masters, and 2.7% have reached the doctorate. For the professional population, however, the figures are 46.5%, 20.9% and 4.4% respectively. (U)

5. United Way Awards Luncheon: A United Way Awards luncheon was held on 4 May 1979 at the Hilton Hotel in Washington, D.C., to recognize businesses and Government agencies that made significant achievements in the 1978-79 campaign. Eight Agency personnel attended the luncheon. (U)

6. Fitness Room: The Agency fitness room has been completely renovated and is back in use. The project has greatly improved utilization of floor space and resulted in a very attractive area in which to exercise. (U)

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8. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the Program began on 15 June 1977 is 70. (U)

9. Rehired Annuitants: The following rehired annuitant case was terminated:

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[REDACTED] - Independent contractor, CI Staff, terminated 30 April 1979. (C)

COMING EVENTS

(1) The guest speaker for the Military Reserve meeting on 14 May 1979 will be Colonel John H. Morris, Jr., United States Air Force, from the Strategic Mobility Operations Branch, Joint Chiefs of Staff. His topic will be "Mobility Problems." (U)

(2) We plan to:

- a. Continue to work on NAPA report.
- b. Continue work on performance appraisal system.
- c. Attend meeting of Interagency Group on Performance Appraisal. (U/AIUO)

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[REDACTED] Harry E. Fitzwater

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